



JOB DESCRIPTION

Position Title: **Community Service Officer**

Working Title: **Community Service Officer**

Class Code: 3308 Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Technical work coordinating an active Community Service Program that includes the placement and monitoring of probationers required to complete community service hours.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops program placement opportunities, screening methodology, referrals, and monitoring procedures for volunteers and probationers used in community agencies.

Conducts follow-up of field placement as required. Conducts telephone and field visits of participating agencies. Visits potential participating agencies to discuss program and develop placement opportunities.

Works with supervisor to develop policies and procedures for an active Community Service Program.

Screens and places probationers and program participants in appropriate program assignments. Notifies Probation Officer when probationers complete court ordered community service hours, or when probationer is not in compliance with court ordered community service time.

Completes all forms and documentation for each program participant. Maintains appropriate files and records on each program participant. Prepares reports and records as required.

Conducts telephone and field visits of local community agencies and local governmental agencies to develop placement opportunities for program participants. Conducts spot checks on all program participants placed through Community Service Program.

Responds to problems and concerns from community agencies regarding program participants and use of program. Reports problems to supervisor for appropriate action.

Maintains records and statistics regarding user agency needs, volunteer/probationers' skill inventory, hours of availability, and available placement opportunities.

Receives, reviews and presents for approval or disapproval requests from community agencies for program participants.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of vocational assessment and counseling techniques. Knowledge of community service agencies and governmental agencies. Knowledge of program supervision and coordination.

Ability to match individual participants vocational abilities with available job requirements for placement in a community service agency. Ability to deal with clients under stressful and difficult circumstances. Ability to prepare detailed records and comprehensive statistical reports. Ability to communicate effectively both orally and in writing. Ability to meet and deal with the general public in an effective manner. Ability to operate personal computer equipment.

Possess communication skills sufficient to secure cooperation from community service agencies in support of the Community Service Program.

High School Diploma or G.E.D., supplemented by college level courses related to social services, public or business administration and/or vocational counseling and three (3) years responsible administrative support experience in a public agency program, public relations, vocational counseling; or an equivalent combination of related training and experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.